

Minimum Qualification Specifications  
for the Class:

ALCOHOL AND DRUG ABUSE ADMINISTRATOR  
(ALCOHOL AND DRUG ABUSE ADMR)

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the General or Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must possess experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: One and one-half (1-1/2) years of progressively responsible professional or other responsible analytical work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Three (3) years of progressively responsible professional work experience in the planning, coordination, development, monitoring and/or evaluation of programs related to the prevention, intervention and treatment of alcohol and drug abuse. Such experience must have involved making analyses, evaluations or other

substantive determinations with regard to current or projected operating programs and provided the applicant with knowledge of State and federal laws concerning alcohol and drug abuse and basic concepts, practices and developments in alcohol and drug abuse programs. At least one (1) year of this experience must have been comparable to the Program Specialist IV (Substance Abuse) class in the State service.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Managerial Experience: One (1) year of experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (manpower, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

### **Substitutions Allowed**

1. A master's degree from an accredited college or university may be substituted for one (1) year of the General Experience.
2. A master's degree in sociology, social work, psychology, public health or other related field, from an accredited college or university, which provided the applicant with the knowledge mentioned above, may be substituted for a maximum of one (1) year of work experience in meeting the General and/or Specialized Experience requirements.

3. A Ph.D. degree from an accredited college or university may be substituted for all of the required General Experience.
4. A Ph.D. degree in sociology, social work, psychology, public health or other related field, from an accredited college or university, which provided the applicant with the knowledge mentioned above, may be substituted for a maximum of two (2) years of work experience in meeting the General and/or Specialized Experience requirements.
5. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

### **Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class  
ALCOHOL AND DRUG ABUSE ADMINISTRATOR (Alcohol and Drug Abuse Admr)  
which were approved on June 8, 1992.

Date Approved: 9/30/14 *Simon Y. Podgza*  
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